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Manage Teams Phone notifications and ringers [1]

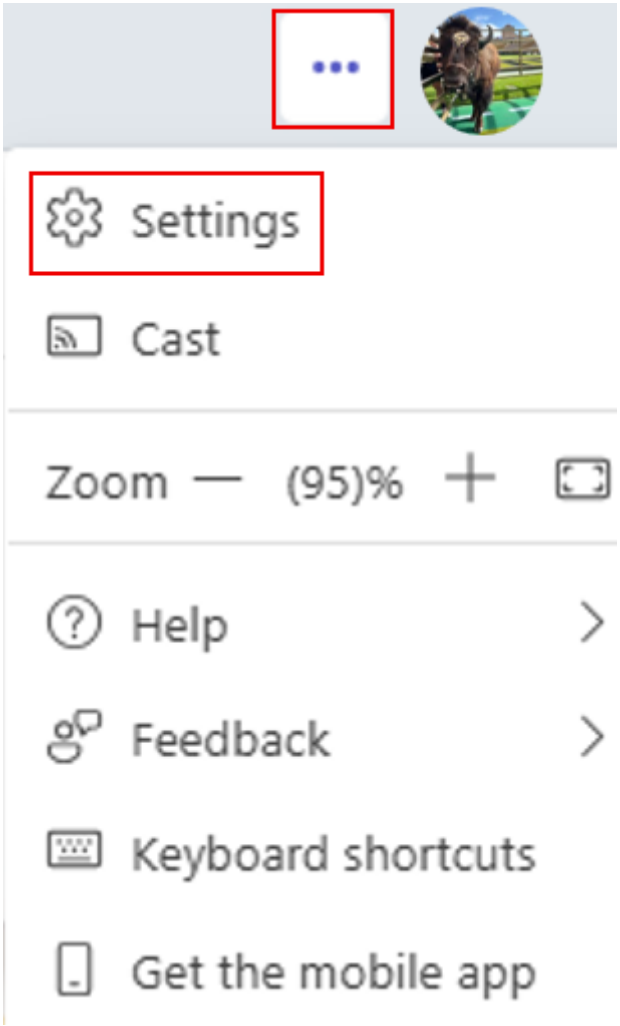
February 17, 2026 by ES and UIS Communications [2]

CU System uses Teams Phone for calling and voicemail. By default, incoming Teams Phone calls may ring on your mobile phone or university-issued device. Customize these notifications to prevent disruptions during meetings or outside of work hours.

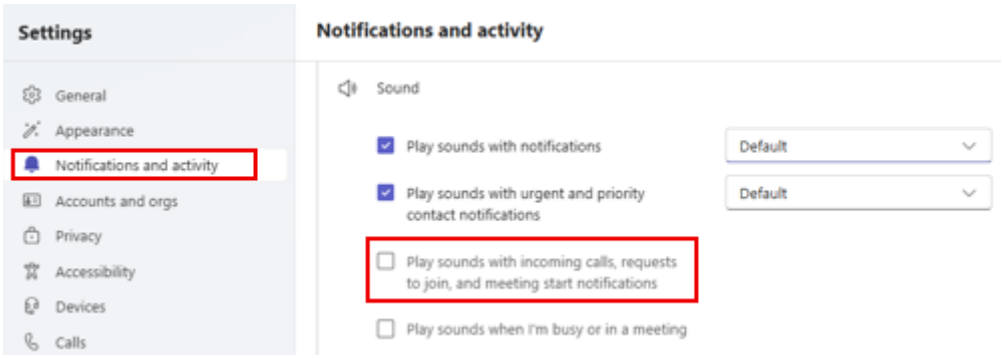
It is recommended that everyone disable the **Play sounds when I'm busy or in a meeting** setting to prevent Teams Phone from disrupting meetings. Review the Silence Teams Phone new calls during an active call or meeting [3] tip for specific instructions. If you are waiting for an urgent call, you can re-enable the setting at any time.

Disable Teams Phone desktop ringer notifications

1. In the Teams desktop app, select the **three dots icon** in the upper right corner and select **Settings**.

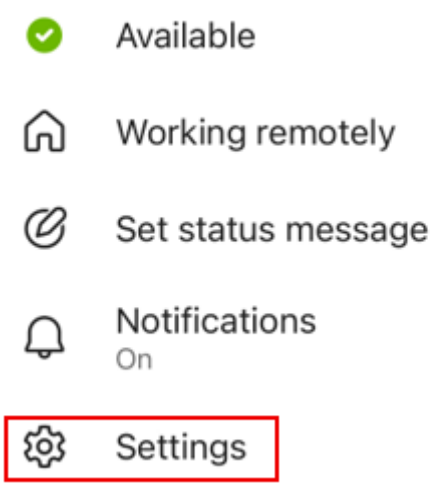


2. Under **Notifications & activity**, uncheck **Play sounds with incoming calls, requests to join, and meeting start notifications**.

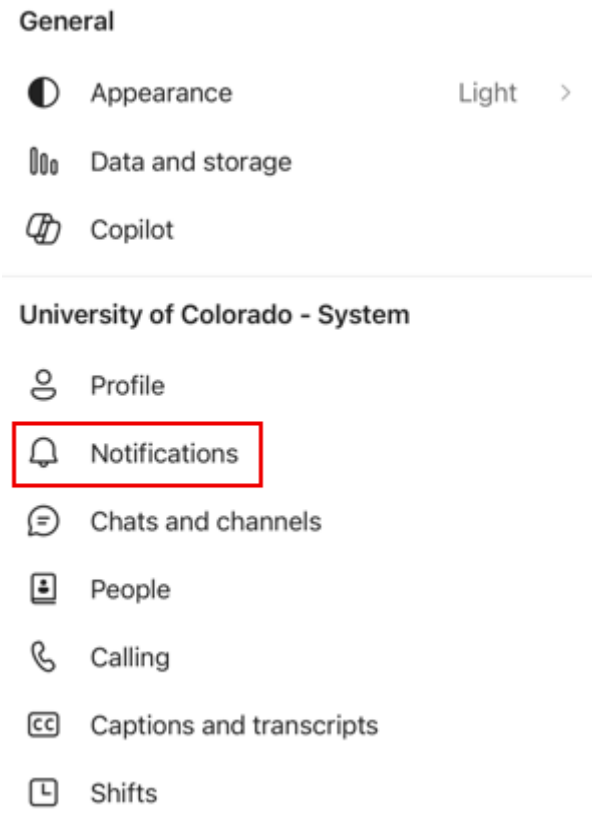


Manage Teams Phone mobile app notifications

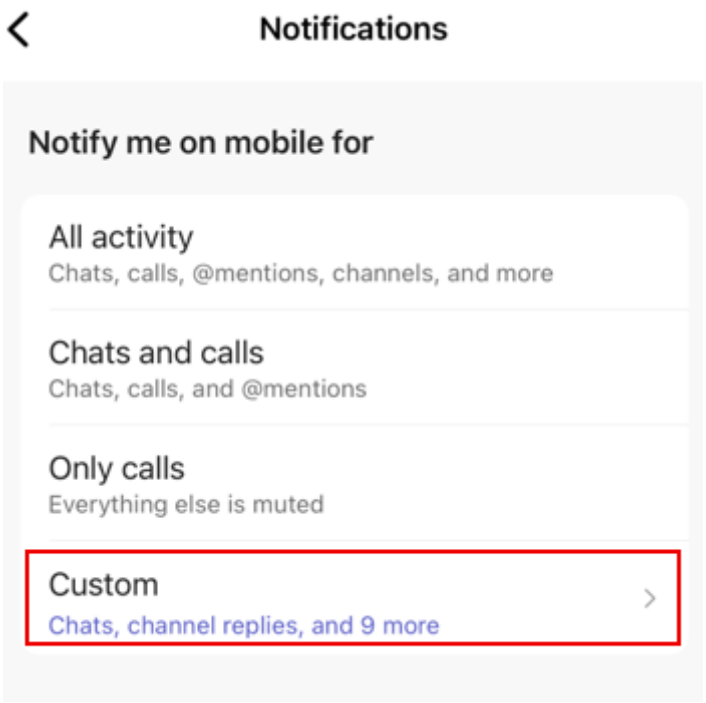
1. In the Teams mobile app, tap your profile picture in the upper left corner, then select **Settings**.



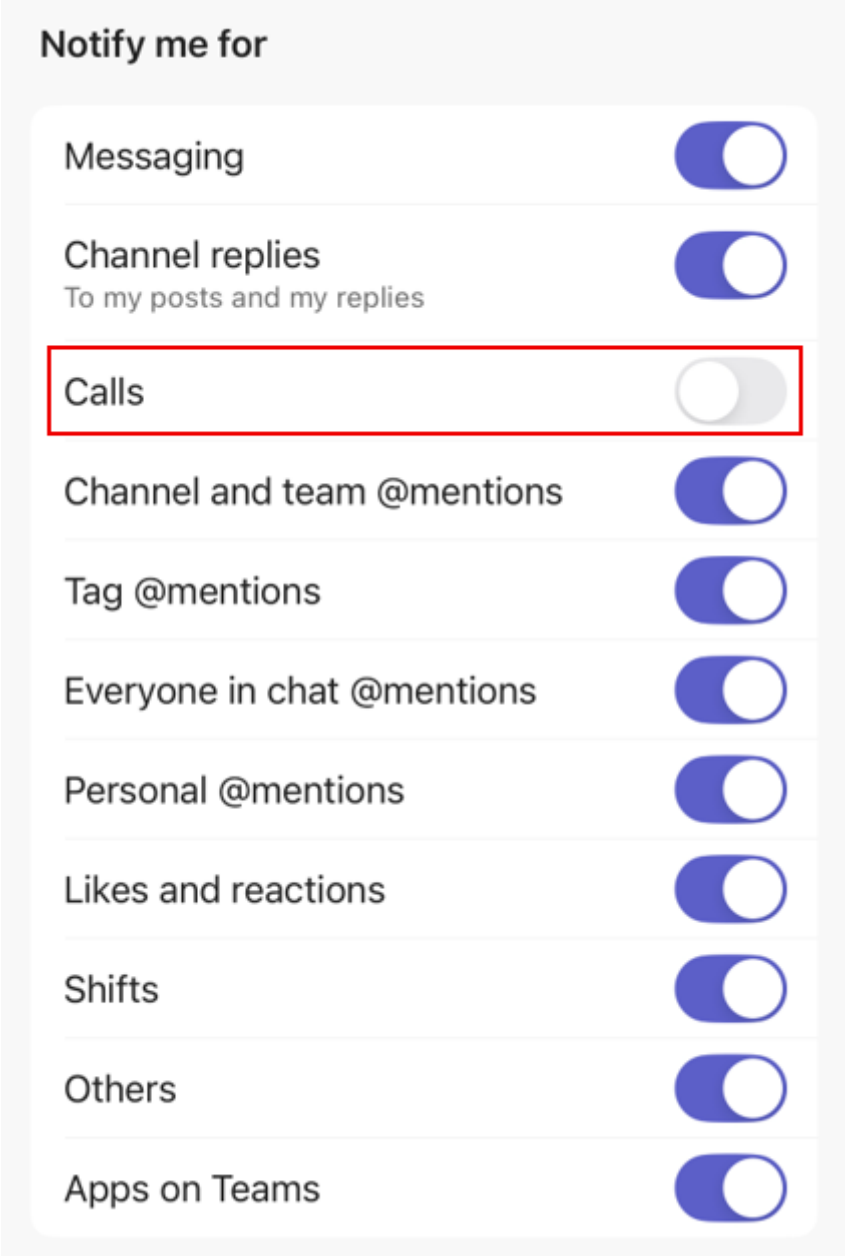
2. Select **Notifications**.



3. Select **Custom**.



4. Turn off the slider next to **Calls** to disable the ringer and notifications.



For more information, review the Teams Phone User Guide [4].

Teams [5], Phones [6], Teams Phone [7]
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